



Creating opportunities for people to rise above barriers in their pursuit of better lives.

PROGRAM/DEPARTMENT Farmworker Services/Workforce Development Division LOCATION: Santa Rosa	CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel. CHD is an Equal Opportunity Employer.
JOB DESCRIPTION TITLE: ASET Center Manager	POSITION STATUS: Regular / Full-time FLSA STATUS: Exempt
SALARY: Grade 11	PROGRAM HOURS: 8:00 A.M. – 5:00 P.M. Monday - Friday

CORPORATION DESCRIPTION: California Human Development (CHD) is a private, non-profit, human service agency that provides a wide range of programs and services throughout Northern California.

DIVISION DESCRIPTION: CHD’s Farmworker Services/Workforce Development Division (FWS-WDD) receives funds from multiple sources (Federal, State, Local, and Private). These programs are designed to prepare adult and youth migrant and seasonal Farmworkers and other disadvantaged, unemployed and underemployed individuals for full participation in the labor force. Services include all WIOA Career Services (Basic, Individualized & Training), Counseling, education, job training, Work Experience, Vocational Training, On-the-Job Training, Emergency Support Services and Vocational English Language classes. The results from completing the training include increased self-sufficiency, higher occupation skills and increased education which lead to satisfying careers, job security and prosperous lives.

SUMMARY: The ASET Center is a comprehensive Center that offers WIOA Basic and Intensive services, including vocational trainings. The Center Manager ensures the ASET Center runs smoothly. Center Manager is responsible for coordination with the Director of Farmworker Services to meet contract provisions and internal needs.

ESSENTIAL RESPONSIBILITIES AND DUTIES: Under the supervision of the Farmworker Services Director, the ASET Center Manager is responsible for the overall coordination of staff leading to meeting the various outcomes expected from each contract. He or she will oversee a wide variety of administrative duties in support of the day-to-day operations which include organizing participant data and eligibility backup that is processed and submitted to the MIS Department. The Center Manager will work closely with the MIS Staff to ensure quality control and quality assurance. The position requires initiative, discretion, diplomacy, flexibility, organizational ability; and advanced administrative and supervisory skills.

- A. Establishes priorities and oversees all the contracts and services offered at the ASET Center.
- B. Oversees eligibility and enrollment in the appropriate activity of new clients.
- C. Supervises positions within the ASET Center, such as Case Managers, Receptionists, and Instructors.

- D. Works closely with MIS Staff to ensure knowledge on program eligibility and performance standards.
- E. Prepares proposals, reports, and other ASET Center documents.
- F. Ensure that complete records are maintained on all students/clients.
- G. Compiles data from a variety of standardized sources and makes lists, reports or tabulations.
- H. Monitors the MIS records maintained at the Center to ensure conformity and completeness.
- I. Ensure all clients' status changes are processed.
- J. Coordinates with staff to process clients' Supportive Services and other needs.
- K. Responsible for requesting client follow-ups from staff.
- L. Ensure client entrance procedures are followed.
- M. Oversees Data Entry for all MIS client tracking systems.
- N. Actively participate in the safety program and provide meaningful suggestions for working safely.
- O. Designs an effective marketing campaign to promote the services offered at the Center.
- P. Coordinate with Educational Coordinator to identify prospective Advisory Committee members.
- Q. Coordinate with Educational Coordinator to schedule Advisory Committee meetings.
- R. Designs an effective business services approach.
- S. Establishes and maintains an effective community engagement approach.
- T. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE SKILLS:

- A) Read and write English
- B) Effective oral and written communications skills
- C) Bilingual English/Spanish

MATHEMATICAL SKILLS:

- A) Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- B) Ability to compute rate, ratio and percent.

REASONING ABILITY:

- A) Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- B) Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- C) Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- D) Ability to solve problems and resolve conflicts effectively.
- E) Should be one of caring and concern for other employees and clients served.
- F) Should build lasting relationships with both, giving them confidence in your skills and ability.
- G) Ability to maintain own psychological well-being.
- H) Ability to recognize and manage personal bias.

SUPERVISORY RESPONSIBILITIES

- A) Supervise employee(s).
- B) Is responsible for the overall direction, coordination, and evaluation of these units.
- C) Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

EDUCATION:

- A. Education should be at minimum an Associate Degree but prefer a B.S. in Education or related field.

EXPERIENCE:

- A. At least three (3) years management experience in a public or private non-profit employment and training program, or in appropriate Human Service situation, or the equivalent in an industrial or business training environment.
- B. Knowledge of effective modern management techniques.
- C. Paid or volunteer social service experience in the local community to be served.
- D. Knowledge and experience in marketing and public relations.
- E. Ability to use personal computers, including Internet, e-mail, word processing, database, and spreadsheet applications.
- F. Knowledge of and experience in organizational budgeting.

OTHER REQUIREMENTS:

- A. Minimum 3 years supervisory experience
- B. Bilingual English/Spanish required
- C. Valid California driver's license

WORKING CONDITIONS:

PHYSICAL DEMANDS:

The physical demands are representative of those an employee encounters while performing the essential functions of this job.

Frequently:	Sitting, Standing, Twisting, Seeing, Hearing, Speaking, Walking
Occasionally:	Bending, Lift to 25 lbs, Carrying, Squatting, Pushing, Pulling
Seldom:	Kneeling, Stooping, Climbing

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. May have exposure to hazardous conditions or materials.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

- A) Valid California Driver's license.
- B) Proof of insurance on personal vehicle.
- C) Recent satisfactory DMV printout of driving record.

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of my job as outlined above.

Employee's Signature

Date

Supervisor's Signature